

2.16	Computing In-Home and Out-of-Home Service Categories	Page 1 of 2
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Form(s): None		

The **Division** maintains a standardized procedure for counting **Persons** receiving services. The procedure shall improve the consistency and reliability of reporting by **Regions** and the state office.

Procedure

To determine the number of persons receiving in-home versus out-of-home services:

1. First, determine the number of individuals who receive out-of-home supports. The out-of-home group includes individuals who receive payments for **Community Living** (residential) codes, including AFC, CLI, CLS, ELA, ELC, HHS, PPS, and/or RTS.
2. If data prior to FY2000 are to be used in the analysis, older codes beginning with the letters "R" or "PP" or "SR" should also be included in an out-of-home count. Exceptions to this rule are Respite codes (those beginning with "RP"), which are not counted in the out-of-home category.
3. The formula for counting the number of persons in out-of-home services is (add all persons receiving services in each of the listed codes):

AFC+CLI+CLS+ELA+ELC+HHS+PPS+RTS= Total number of consumers receiving out-of-home services

4. Any **Person** who is not counted in the out-of-home category is counted as in-home. These **Persons** receive only non-community living services. More specifically, in-home codes include the following family support and respite codes: FS1-4, LKS, RP1-3, RPS and supported living codes SLA, SLH, and SLN.
5. To count the number of **Persons** who belong in the in-home category, use the following formula:

Total clients - Out-of-Home = In-Home

6. To improve the in-home and out-of-home identification process, an information field of "IN" or "OUT" will be added to the waiting list, authorization, and payment download computer files.

Technical Example

To compute in-home and out-of-home cost projections, lists and counts from the "Authorized for Service File," follow the steps outlined below:

1. In the AUTH file, create a pivot table (Data/Pivot Table/Next/Next/Layout).
2. Type the "type of service" (SRC) in ROW and "count of client number" (Client#) or sum of amount in DATA quadrant.

3. Hold control and select the codes AFC, CLI, CLS, ER1-4, ELA, ELC, HAP, HHS, PPS, RTS, and any older R, PP, or SR1-4 codes.
4. Right click mouse and select Group and Outline/Group.
5. Name this group "Out-of-Home."
6. Right click on first row of pivot table and choose Wizard/Layout.
7. Move the new grouping (SRC2) to COLUMN.
8. Omit SRC from ROW.
9. Move client number (Client#) to ROW.
10. Keep count of client number (Client#) in DATA quadrant.
11. Click "Okay"/"Finish".
12. Set a filter (Data/Filter/AutoFilter) by clicking on column after last column with information. Go to "Out-of-Home" data filter. Select "Nonblanks" to determine who is out-of-home and "Blanks" to determine who is in-home.